

## Helpful Hints

The below comments are designed to help you establish and implement an effective camp management plan tailored to your specific needs. Items in **bold print** are required. Items in regular print are suggested for inclusion.

For additional assistance, please contact Jim Fouty at 509-989-0767.

## Sample Camp Management Plan

These are the rules for living in this camp. The rules are for your protection and intended to help you live in a safe environment. Each person must follow the rules or they may be asked to leave.

### EMERGENCY CONTACT INFORMATION

Camp/Owner/Manager – Name \_\_\_\_\_ Police – Phone Number \_\_\_\_\_

Camp – Phone Number and address - - - - - Ambulance – Phone # \_\_\_\_\_

Clinic – Phone Number and address - - - - - Hospital – Phone # and address - - - -

First aid trained - (insert name). First aid supplies are kept at \_\_\_\_\_

County Health Department – Phone Number \_\_\_\_\_

Housing Complaints – State Department of Health – 1-800-832-8822

Emergency procedures:

In case of fire, do this - - - - -

In case of an earthquake, do this - - - - -

Note: An emergency escape map/plan for each building or sleeping area must be created for occupant reference.

### OCCUPANT INFORMATION

Charges for staying in the camp (if applicable) are:

Rent \$ \_\_\_\_\_ Utilities \$ \_\_\_\_\_

Damage deposit \$ \_\_\_\_\_ Other charges \$ \_\_\_\_\_

### OCCUPANT RULES

- Do not overcrowd. The maximum number of people allowed to stay in this camp is \_\_\_\_
- Know your escape route. Emergency escape routes are posted in each building
- Keep exit routes clear and unobstructed, report exit windows and doors that do not open
- Medical attention – directions and phone number to the nearest clinic and hospital
- Do not remove the batteries from smoke detectors
- Do not repair, take apart, or alter electrical wiring or devices
- Report to manager any equipment or items that do not operate or are broken
  - Stoves                      Laundry                      Windows                      Water leaks
  - Heaters                      Toilets                      Doors                      Plugged drains
  - Hot water                      Broken septic                      Screens                      Other things
  - Air conditioning                      Standing water                      Floors
- Do not damage the camp, its equipment, or contents
- Place all garbage in proper containers. Put lids back on containers
- Flush all used toilet paper
- No fighting or other illegal activities
- Do not keep livestock in the dwelling units or camp area
- Do not store toxic or hazardous materials in the camp; report any to manager

### SUGGESTED SUBJECTS

- Keep cook areas clean and food in proper storage containers to prevent mice and insect damage
- Keep food and clothing in your assigned areas
- Keep perishable foods in refrigerators
- Laundry facilities are for camp occupant use only
- Do not change your car oil here, take it to \_\_\_\_\_
- Do not remove light bulbs; report missing or broken bulbs to manager
- Do not move beds around
- No unauthorized persons are allowed; report any unauthorized or suspicious people to manager
- No firearms, illegal drugs, or alcohol are allowed
- The camp hours for arriving and leaving are \_\_\_\_\_. Guests must leave by \_\_\_\_\_
- No loud noises before \_\_\_\_ a.m. or after \_\_\_\_ p.m.

Each person must follow the rules or they may be asked to leave.